

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 5 January 1956

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activities Report #1

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

A. Projects Underway

1. Revision of CIA Regulations [] into one regulation entitled, "Entrance-on-Duty Training." All comments received from other Agency components. Draft for official coordination under preparation. 25X1
2. OTR Regulation establishing a Speaker Index. DDTR revising.
3. Revised procedures for securing estimates of annual training requirements. Procedures and forms approved and forwarded for reproduction to ISB/SS.
4. Support Planning Guide for the Training Section, Support Annex to the Country Appendix, CS Cold War Plan.
5. Revision of CIA Regulation [] Draft awaiting policy suggestions from LETS and procedural modifications from Administrative Branch. 25X1
6. OTR Regulation concerning the acquisition and control of student reading materials. Draft for internal coordination completed and circulated.
7. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Personnel Office, is underway.
8. Headquarters military mobilization requirements. Requirement for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors.

JOB NO. [] FILE NO. [] DOC. NO. 51 NO CHANGE
 IN CLASS/ DECLASS. CLASS CHANGED TO: TS S (C) RET. JST. 22
 NEXT REV DATE 09 REV DATE 11-11-73 REVIEWER [] YPE DOC. 02
 NO. PGS 3 CREATION DATE [] ORG COMP 11 OF 11 ORG CLASS S
 REV CLASS [] REV COORD. [] AUTH: HR 793

CONFIDENTIAL

~~SECRET~~
CONFIDENTIAL

B. New Building Requirements

Chief, Plans Branch, is conducting a survey of OTR office space needs for the new building to adjust the total space requirement as it may have been modified by the recent T/O change. He is also recalculating the classroom space requirements to incorporate classroom requirements from other components of the Agency.

C. Emergency and Hot War Plans

OTR Comments to the SE Division Country Plan were forwarded to C/CSPB Support Committee.

D. Final arrangements have been made for the conference for members of the Foreign Service Inspection Corps to be held Friday, 20 January 1956, 0930 to 1230.

III. PERSONNEL NOTES:

25X1 returned to duty on Tuesday, 3 January, after completion of Operations Familiarization No. 1.



25X1

-2-

~~SECRET~~

CONFIDENTIAL

DOCUMENT SEPARATOR SHEET